**Manuscript Guidelines Checklist**

**Letter to the Editor (LE)**

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| **S/N** | **Format** | **Tick (√)** |
| 1 | Maximum 400 words |  |
| 2 | * Double spaced |  |
| 3 | Times New Roman, font size 12 |  |
| 4 | All pages should be numbered |  |
| 5 | All paragraphs should be justified |  |
| 6 | Notes on Contributors (maximum 50 words on each contributor) |  |
| 7 | Acknowledgements |  |
| 8 | Declaration of Interest |  |
| 9 | Funding |  |
| 10 | Maximum 2 References (according to APA 7th Edition format) |  |
| 11 | In-text Citations (according to APA 7th Edition format) |  |
| 12 | Corresponding Author’s contact |  |
| 13 | For anonymised manuscript, ensure all identifiers (which might reveal authors' names and institutions) have been removed |  |